

BJ 1852

.M3

Copy 1



MANNERS

LIBRARY OF CONGRESS.

BJ 1852
Chap.----- Copyright No.-----

Shelf M3

UNITED STATES OF AMERICA.

MANNERS

MANNERS

The following ladies find this little handbook so carefully compiled and so accurate in detail that they feel no hesitation in giving it their support and endorsement :

MRS. ABRAHAM S. HEWITT,
MRS. S. L. M. BARLOW,
MRS. CHAUNCEY M. DEPEW,
MRS. THEODORE ROOSEVELT,
MRS. WM. LANE BOOKER,
MRS. DONALD CAMERON,
MRS. EDWARD J. WOOLSEY,
MRS. BURTON N. HARRISON,
MRS. ARTHUR M. DODGE.

MANNERS

A HAND-BOOK OF SOCIAL CUSTOMS

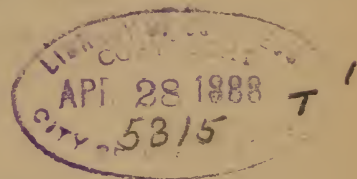
*"Manners must adorn knowledge, and smooth
its way through the world."*

—LORD CHESTERFIELD.

*"I advise you use your Manners discreetly in
all kinds of companies."*

—SHAKESPEARE.

27
5570ⁿ [Marbury, Elisabeth]



CASSELL & COMPANY, LIMITED

104 & 106 FOURTH AVENUE, NEW YORK

8

e

BJ1852
.M3

COPYRIGHT,
1888,
By O. M. DUNHAM.

All rights reserved.

Press W. L. Mershon & Co.,
Rahway, N. J.

91.81 v. 1
March 18. 16

PUBLISHERS' NOTE.

THIS little volume of social customs is published to meet a demand that has long been acknowledged. There are hundreds of books on this important subject, many of them of no little value, but it is a general complaint that to find an answer in them to any mooted question one has to wade through much pleasantly written but entirely superfluous matter. The claim that is made for the present volume is that every subject is conveniently arranged, and that no time is lost in getting to the point, and that the rules laid down are those followed by the best society. The publishers are not at

Publishers' Note.

liberty to mention the name of the writer, but they may say that she is a member of New York's most exclusive social circles, and that her name is a guarantee for the authoritative character of this handbook, which is not a mere compilation, but is written from the author's own experience as a woman of society and fashion.

THE PUBLISHERS.

MANNERS.

BALLS OR EVENING PARTIES.

These entertainments always include dancing and a supper. If large, they are called "balls," but if small simply "dances" or "parties."

HOUR.—Unfortunately, fashion has made this very late, and unless especially indicated on the invitation, half-past ten is the earliest a hostess can hope to assemble her guests. In large cities, an hour later even will hardly insure the rooms being full.

SUBSCRIPTION DANCES.—In most of the large cities, several series of dances are arranged by certain of the social leaders, to

which people are invited to subscribe. Each subscriber is usually entitled to a number of invitations for distribution, though in some instances the price of the subscription is small, and only permits one person to take advantage of each.

PUBLIC HALLS.—The subscription balls take place in some public ball-room, as a rule. In New York, for instance, at Delmonico's.

LADIES RECEIVING.—Several ladies are selected to form the reception committee, and they stand in one of the outer rooms, bowing to the guests as they enter.

SHAKING HANDS.—On such occasions, no one shakes hands; the ladies courtesy, and the gentlemen bow.

CHAPERONS.—No unmarried lady should go to one of these balls, or to any large party, without a chaperon, and invitations should be sent to an elder member of her family, in order that she need not look out-

side for proper attendance. In the West and South, it is quite customary for gentlemen to take unmarried ladies to evening entertainments, but in the Eastern States, and in the best society in our cities, such a thing is unheard of, and would be considered the greatest breach of decorum.

SMALL DANCES.—It is not absolutely necessary that a young lady should have a chaperon at a small or informal dance in a private house, but she should be escorted there and back by a servant or some relative.

TOILETS.—At a ball, a lady can display her handsomest jewels and wear as elaborate a toilet as she pleases. Gentlemen should always appear in dress suits.

MUSIC, ETC.—Excellent music should be provided, and a smooth floor to dance on.

SUPPER.—Is usually served about 12.30, and should consist of hot and cold dishes, such as oysters, bouillon, game, croquettes,

filet of beef, salads, patés, ices, cakes, sweets, jellies, fruit, and champagne, punch, lemonade and mineral waters are usually provided. Small tables are frequently used at balls, so that four or six people may sit at one table and eat their supper comfortably in courses.

ATTENDANCE.—Maids should be in the ladies' dressing-rooms, and valets in the gentlemen's. Small fees of twenty-five or fifty cents are often given to servants in the dressing-room at a public ball, but never in private houses in this country, though the custom is common in England. Waiters should be on hand at supper to serve the meal, as the fashion of the gentlemen waiting upon the ladies is rapidly becoming obsolete.

AWNINGS.—In large cities, an awning should always be extended from the front door to the curb-stone, on the occasion of a reception, or other entertainment, as the

ladies do not like to step out of their carriages in light and elaborate dresses without some protection from the weather and from the impertinent gaze of a curious crowd.

COTILLON OR GERMAN.—This dance, now so widely known, fills up the larger part of the evening, and begins, as a rule, immediately after supper. In a private house, the gentleman who has been invited to lead the German must ask the unmarried daughter of the family to dance with him, or the married daughter, if so indicated as the family's choice. At the more general dances or large balls, a young married lady is usually the one selected to dance with the leader.

PARTNERS.—It is quite the custom for a gentleman to engage a partner for the Cotillon before the evening of the dance, and in this case, provided he can afford it, he usually sends her a bouquet of flowers.

FLOWERS CARRIED TO BALLS.—The fash-

ion of carrying numerous bouquets to a ball is rapidly ceasing to exist, and many of the most popular belles refuse to take any flowers into a ball-room, the old custom having given rise to so much vulgar rivalry and display.

PUBLIC BALLS.—These are much more promiscuous than private balls, even when conducted carefully, and tickets can generally be purchased for \$5.00 each, not including supper. As a rule they are undertaken for the benefit of some charity or public fund.

CARDS OF DANCING.—At such balls cards giving the order of dances are provided, on which gentlemen can write the names opposite the numbers of the dances, for which they have been accepted by the lady holding the card. In England such cards are used universally, but rarely at private balls in our country. At public balls square and round dances are danced, but no cotillons.

FANCY BALLS.—In private houses these are conducted like other parties, the only difference being in the costumes of the guests, who are expected to personate some historical character, or one in fiction, etc.

BREAKFAST.

The hour for this meal depends entirely upon the habits and taste of the household. In many instances, coffee or tea, rolls and eggs in some form, are sent on trays to the different bedrooms, the family not coming together for a general meal until about noon, but the manner of serving breakfast in the dining-room does not vary with the hour, and this meal should always be entirely informal.

SERVICE.—A tea and coffee tray should be in front of the mistress of the house. It is quite permissible for people to wait on

themselves and each other at the breakfast-table; and as the bread, small dishes, etc., are frequently on the side table, this is a very convenient fashion. One servant is enough in the dining-room in the morning, even though a larger number may be retained.

COURSES.—Ordinary courses for breakfast consist of three or four, such as hominy or oatmeal first, then eggs, meat, or ham, and the chief portion of the food, followed by griddle-cakes and finally fruit. Toast should be freshly made, and sent up from time to time while the breakfast goes on. It should be always hot, as cold toast is never palatable.

LATE BREAKFAST.—In imitation of the French, the meal which in our country is usually called “lunch” is sometimes designated as “breakfast,” and is served between the hours of twelve and one. This meal can either be formal, resembling a dinner, or in-

formal like the breakfast we have already described.

WINES.—Claret or white wine is as a rule served at late breakfast.

CARDS.

The proper size for cards is easily ascertained at any good stationer's.

PRINTING.—This should be small and plain.

COLOR.—The color of cards should always be white.

HUSBAND AND WIFE.—It is no longer the fashion to have the two names printed together.

GENTLEMAN'S CARD.—This should be very small, and the name prefixed by "Mr."

LADY'S CARD.—This should be of medium size and her name should be prefixed by "Mrs." or "Miss."

MOTHER AND DAUGHTER.—An unmarried lady should have her name printed below her mother's or guardian's on the same card, and in formal visiting she should always use such a card in preference to an individual one. This latter should be reserved for very intimate friends.

OMISSION OF CHRISTIAN NAMES.—If a lady or gentleman represents the oldest branch of the family and there is small danger of any confusion, it is better taste to omit the Christian name or initials and to have the cards simply printed "Mrs. Vernon" or "Mr. Vernon." The oldest daughter in a family should never use her Christian name or initials on her cards, but have the cards printed "Miss Vernon."

NUMBER OF CARDS TO BE LEFT.—Upon a married lady whose husband is living, by a married lady whose husband is living, one of the lady's cards and two of the husband's.

Upon a married lady with a daughter in

society, two of the lady's and three of the husband's.

TURNING DOWN CORNERS OF CARDS.—This is no longer the fashion. Separate cards should be left for each lady in the family. A married lady can leave her husband's or son's cards in the hall when making a visit, and an unmarried lady can in the same way leave her brother's or father's.

HUSBAND'S PROFESSION, ETC.—No lady should use on her cards a suggestion of her husband's profession or honors, such as "Mrs. General Brown," "Mrs. Dr. Smith," etc. Nor should she be so addressed in conversation.

ADDRESS ON CARDS.—This is usually printed on the lower right-hand corner. When a lady changes her residence, she should send cards to her acquaintances with her new address.

P. P. C.—If a lady is going away to be absent for any length of time, she writes

p. p. c. on her cards and mails the latter to her acquaintances. The letters thus used signify "*pour prendre congé,*" which translated from the French means "to take leave."

CARDS OF CONDOLENCE.—If death occurs in any household where one is in the habit of visiting, it is proper to leave cards upon the family within a month after.

GENTLEMAN'S FORMAL VISIT.—When a gentleman calls after receiving hospitality, he should leave cards for all the ladies of the family and one for the gentleman representing the head of the house, whether young or old.

CALLING UPON A GUEST.—When a gentleman calls upon a lady who is a guest in the household, he should send a card to the lady of the house, even though he is unacquainted with her.

LADY'S FORMAL VISIT.—When a lady is paying merely formal visits she need not necessarily ask whether the lady upon whom

she is calling is at home, but can leave cards simply, unless she is under obligation for some courtesy, in which case she must ask whether the lady can receive her.

CARDS LEFT AT RECEPTIONS.—It is better to leave cards in the hall when entering an afternoon reception or tea, as the hostess might otherwise not remember your presence, and a card left in person would afterwards remind her that she was your debtor for a visit—for if you attend an afternoon reception it is equivalent to a call.

CALLS OR VISITS.

VISITING HOURS.—The usual hours for general visiting are between three and six o'clock. Formal calls should not be made before luncheon.

FREQUENCY OF FORMAL CALLS.—These should be exchanged if possible once a year.

CALLS UPON STRANGERS.—When strangers arrive in your city to whom you wish to show civility, the first step is to call upon them. In France the new comer pays the first call, but this is not the custom in our country.

INVITING STRANGERS TO YOUR HOUSE.—It is not good breeding to invite people to your house until you have left cards upon them—though this courtesy is sometimes omitted.

FIRST CALLS.—These should always be promptly returned, that is, within seven days. If a first call is immediately followed by an invitation to some entertainment, the call should be returned at once and not delayed until after the entertainment. After the entertainment a second call should be made.

CALLS THAT ARE IMPORTANT TO MAKE.—The recipient of any especial hospitality, such as a dinner, luncheon, breakfast, dance,

etc., should call as soon thereafter as possible. After having been invited to visit in a country house, a call should be made upon those extending the invitation immediately after their return to the town residence. After a lady is married her acquaintances should soon call upon her.

GENERAL SUGGESTIONS.—A gentleman should never ask to call upon a lady, but wait for her to signify that his presence in her house will be agreeable. A card from her giving notice of a day at home, or containing an invitation to some entertainment, of course gives him the *entrée* to her house.

If a gentleman or lady is making a call and other guests arrive, the first comers should withdraw within a little while.

A gentleman should immediately rise when ladies or older gentlemen enter or leave a room in which he is sitting.

An unmarried or a younger lady should

also rise when married or older ladies enter the room and also when they leave it.

AT HOME.—If you receive cards to a series of “at homes,” and for some good reason cannot accept the invitation, send your card on the last day named.

CARRIAGES, ETC.

For the fashion in these such firms as Brewster & Co., or A. S. Flandrau & Co., of New York, can be safely consulted.

HARNESS.—The best style of harness can readily be ascertained in London, Paris, or New York, by referring to the well-known dealers.

HORSES. — In buying horses, any one ignorant of their merits and defects should seek advice from a person of experience and judgment in the matter.

LIVERY.—Certain tailors in New York

and the large cities make it a feature of their business to supply the correct styles of either house or carriage liveries, and we recommend persons in any doubt to employ such. In this country it is considered extremely vulgar for coachmen or grooms to wear cockades on their hats. In England cockades are only worn by servants in the employ of men who hold official positions.

STYLE.—In the choice of turnouts, their appointments, etc., fashion should be closely adhered to, for in order to have them in the best form there is little or no room for departure from it.

CLUBS.

When a gentleman wishes to become a member of a club or organization, he should, through some friend or acquaintance, provide himself with a copy of the Constitution and

By-Laws of such a body, and therefrom gather all necessary information before joining. A few hints may here be given, however, as to the proper conduct of a gentleman when once admitted to the privileges of our best social clubs.

HATS.—It is perfectly permissible for a gentleman to keep his hat on while in a club.

QUARRELING OR LOUD TALKING in a club are extremely to be censured.

SLEEPING.—It is considered most ungentlemanly for any one to sleep while in the public rooms of the Club House.

DEBTS OF STRANGERS.—When a gentleman is admitted to the privileges of a club through the courtesy of a member, he is expected, when his temporary membership ceases, to pay any debts he may have incurred, for if he omits to do this his club-host is obliged to settle his account for him.

P. P. C.—It is also customary for a guest,

at the expiration of his time, to put his card in an envelope addressed to the host and to leave it at the office of the club. On the bottom of the card he should write p. p. c., which signifies, "*pour prendre congé*,"—meaning—"to take leave."

CHAPERONS.

The word *chaperon* is French, signifying a married lady or one of sufficient age and dignity to accompany an unmarried one with propriety to any reputable entertainment.

WHEN NECESSARY.—An unmarried lady should never go to theatres, operas, concerts, balls, or any evening amusements except in a private house, unattended by some proper guardian or chaperon. There are also many occasions in the day-time when a chaperon's services are essential. No party of any kind which includes both sexes should be formed

unless some married lady has the charge of it.

COURTESY TO CHAPERONS.—The greatest courtesy and deference to a chaperon should always be manifested by the young ladies and gentlemen under her charge. Indifferent civility in this respect is the height of ill-breeding.

IN A BALL-ROOM.—When an older lady passes a younger one in a ball-room and bows, the younger one should never remain seated when returning such a mark of recognition.

LEAVING A ROOM.—In leaving a room simultaneously, younger and unmarried ladies should always stand aside until the older or married ones have passed out.

DUTY OF A CHAPERON.—She should behave with dignity, though she should be as genial and agreeable to the younger members of her party as possible. She should see that the unmarried ladies she has had charge

of reach home safely, and should never leave them to a chance escort, no matter how tired she may feel after the entertainment.

CHRISTENINGS.

When children are to be christened at home, it is rapidly becoming the custom to celebrate such events by giving some sort of a social entertainment, the size or arrangement of which depends upon the taste and circumstances of the parents. If many are to be present, the invitations should be sent out formally, as though for an afternoon reception.

The usual hours selected are from four until six P.M.

Upon a small table a silver or china bowl should be placed, which is used as a font. Flowers in abundance are never in bad taste at a christening.

CAUDLE.—After the clergyman has performed the baptism, a beverage called “caudle” is served in cups to the guests.

Recipe for making Caudle.—This should be made of fine, smooth oatmeal gruel, flavored with wine or rum, lemon peel or nutmeg, and sugar added according to taste.

COATS-OF-ARMS.

Heraldry is commonly defined as “the science of conventional distinctions impressed on shields, banners, and other military accoutrements.” It owes its origin, doubtless, to the Crusades, for in these wars devices were borne upon the shields of the different leaders in order to distinguish one from another, and the descendants of these leaders adopted such devices, placing them, from generation to generation, on a family shield or escutcheon as a mark of inherited

social distinction. Devices borne on the shields and banners of champions are of great antiquity, *vide* the shields of Achilles and Hercules, but these were rather more ornamental than heraldic, and it is not until the Middle Ages that we find notice of cognizances borne by individuals.

CREST.—The crest was the ornament worn on the helmet.

QUARTERINGS.—A man after marriage places his wife's paternal arms upright on the left side of his own on the same escutcheon, and this is called a quartering. If the wife be an heiress, then the husband can place her arms above his on the shield. The children only use the father's coat-of-arms, unless they inherit property from the mother.

A widow's arms are composed of her father's and her husband's placed together in the form of a lozenge. An unmarried woman uses her father's only.

Ladies are not permitted, according to the laws of heraldry, to use crests in any way, either on note-paper, carriages, silver, etc. In England, if a lady's husband be a Knight of the Garter, or if he belong to any other order, his wife's arms must be placed on a separate shield and not joined to his.

MOTTOES.—These were originally the battle-cries of the knights who fought in the far-off days of chivalry.

COURTSHIPS AND WEDDINGS.

COURTSHIP.—Any thing that offends good taste in the matter of courtship, or that is conspicuous in the conduct of a betrothed pair, is a breach of etiquette,—for instance, to make each other's sentiments public.

ENGAGEMENT.—When a gentleman feels that his relations with the lady he admires

are such as to warrant his making an offer of marriage to her, it is more manly and straightforward for him to make the proposal verbally, than in writing.

ENGAGEMENT RING.—After the engagement takes place it is usual for the gentleman to give the lady a ring or bracelet as a token of the new relation existing between them.

ASKING THE PARENTS' PERMISSION.—It is decidedly better form for a gentleman to gain a parent's or guardian's consent before offering himself to a young lady; especially is it deemed necessary if he be in moderate circumstances and the lady wealthy.

ANNOUNCEMENT.—When the engagement is formally settled, the near relatives and most intimate friends are first informed by the mother or young lady herself.

DINNER TO ENGAGED COUPLES.—A dinner is generally given by the parents, to which some of the relatives of both families

are invited. Subsequent dinners are apt to be given by the relatives and intimate friends to the engaged couple.

VISITS.—The gentleman's parents, relatives, or friends call as speedily as possible upon the young lady and her parents or guardians.

SELECTION OF THE WEDDING DAY.—This is usually done by the bride elect and her mother, and the arrangement for the the wedding, the trousseau or bridal outfit, the breakfast or reception, the choice of bridesmaids, the style of wedding, etc., are all left to the bride's taste.

BRIEF ENGAGEMENT.—Lately it has become the fashion to curtail the length of engagements, and unless there is a prospect of the marriage taking place within six months the announcement of the engagement had better not be made public. There may be as few as two bridesmaids and as many as twelve, but the most usual

number is six. They are selected from the families of the bride and groom, and from the intimate friends of the bride, the first bridesmaid being the sister of the bride, or the most intimate unmarried friend. Groom, best man and usher should dress according to the hour of the day, in the same fashion as though for any other entertainment, but they should be dressed as nearly alike as possible.

THE BEST MAN is the choice of the groom-elect, usually his brother or most intimate friend.

USHERS.—The ushers are selected by the gentleman, though the lady is generally consulted in the choice. Six is the number ordinarily, and their duties are to show people to seats in the church, and to present the guests to the bride and groom at the wedding reception. The ushers walk up the church aisle first in pairs, then the bridesmaids, followed by the bride on her father's

or guardian's arm. The groom enters the church through the vestry door, followed by his best man, who stands beside him during the ceremony, holds his hat, etc.

AT THE ALTAR.—The wedding party should stand according to the positions decided upon by the wishes of the bride and groom.

MUSIC, FLOWERS, ETC.—All display must depend upon the style of the wedding desired.

COSTUME.—The bride's costume is, as a rule, of white, either silk or satin, and a bridal-veil of lace or tulle is usually worn.

BRIDESMAIDS.—Their dresses should be light, pretty, and as nearly of uniform style as possible. Bonnets are often worn instead of veils.

BOUQUETS.—The bride and bridesmaids usually carry bouquets, which are presented to them by the groom.

BOUTONNIERES.—The groom, best man,

and ushers should all wear boutonnières, or button-hole bouquets, made of some handsome white flowers.

PRESENTS.—The bride generally gives each of her bridesmaids some souvenir to wear on the wedding-day, and the groom presents his best man and the ushers with scarf-pins.

WEDDING PRESENTS.—It is customary for the relatives and friends of the bride and groom to send presents to the former before the wedding-day. A card of the donor should accompany the gift. Presents are usually shown at the wedding reception. Sometimes the cards of the donors are left attached to the presents, but it is rapidly becoming the fashion to take them off. The bride should never neglect to write a note of thanks, or to personally thank the friends who have kindly remembered her through their gifts.

DEATH, FUNERALS, AND MOURNING.

NOTIFYING RELATIVES, ETC.—Immediately after a death the relatives and intimate friends of the deceased should receive some notification of it.

UNDERTAKER.—An undertaker must at once be summoned, and all arrangements and details of the funeral are left to him. Notices should be inserted in one or more of the daily papers of the time and place of the funeral services, etc.

PALL-BEARERS.—Six or eight of the most intimate male friends of the person who has died are invited by the family to act as pall-bearers. On the day of the funeral they assemble at the house, and the undertaker provides each of them with black gloves and a mourner's scarf. They walk with their heads uncovered, beside the coffin, up the

aisle, if the services be held in church, and also escort the body to the grave. They usually sit in a front pew, reserved for their use, while the funeral services are being conducted.

COFFIN.—This, if in perfect taste, should never be elaborate nor over-ornamented. A black cloth casket, with plain silver mountings, is preferable to any other.

HOUR OF FUNERAL.—Any hour of the day between 9 A. M. and 5 P. M. is proper for the services to be held.

FUNERAL IN A HOUSE.—When this takes place, the clergyman usually stands as nearly in the midst of the people gathered as possible. The family remain seated together, either in some back room or upstairs. They never come forward, and only the most intimate friends are at liberty to speak to them.

FUNERAL IN CHURCH.—The nearest relatives follow directly behind the coffin

upon entering the church, in a proper order of precedence. Very intimate friends come next, and all are seated together in pews reserved for them in the front of the church.

MUSIC.—This should be solemn and appropriate.

GOING TO THE CEMETERY.—Should the immediate family of the deceased intend going to the cemetery, they should follow in carriages after the hearse.

FLOWERS.—Frequently, now, flowers are not sent to houses of mourning as in former days, and in many of the funeral notices we read a request to this effect. However, whatever flowers are received are usually placed upon the coffin during the services, and afterwards carried to the cemetery to be laid on or a few laid in the grave.

MOURNING.—The length of time for wearing mourning has greatly decreased during the past five years, as formerly there was such an exaggeration of this that sometimes

young people in a family were kept in constant black, owing to the death of successive relatives.

STYLE OF MOURNING.—For deep mourning black stuff dresses, heavily trimmed with black crêpe, and long crêpe veils, are worn. During the second period the crêpe is left off, and plain black alone is used ; and for half mourning light black, black silks, black and white, or costumes of mauve or grey, can be worn.

GENTLEMEN'S MOURNING.—At first first plain black cheviot suits, with broad crêpe bands on their hats, and black gloves. For the second period they cease to wear black clothes, varying these by dark suits of black and grey and the width of the crêpe hat-band is narrowed. For half mourning the black hat-band is the one emblem of grief retained.

MOURNING FOR HUSBANDS.—A widow should wear deep mourning for twelve

months, plain black for the second year, and half mourning for six months.

FOR PARENTS OR CHILDREN.—Deep mourning for six months, plain black for six months, and half mourning for six months.

FOR GRANDPARENTS.—Deep mourning for two months, plain black two months, and half mourning for two months.

FOR SISTERS AND BROTHERS.—Deep mourning for three months, plain black six months, and half mourning three months.

FOR UNCLAS AND AUNTS, NEPHEWS AND NIECES.—Plain black for three months.

FOR GREAT UNCLAS AND AUNTS.—Plain black for two months.

FOR COUSINS (FIRST ONLY).—Plain black for six weeks.

MOURNING FOR HUSBAND'S OR WIFE'S RELATIVES.—This should be worn long enough simply to show respect, unless some strong personal feeling is involved.

SERVANTS IN MOURNING.—It has now

become customary for the coachman, groom, and upper house servants of a family to be put in mourning upon the death of either the master or mistress of the establishment. The coachman and groom should also wear black bands on their livery hats.

ENTERTAINMENTS.—During the first period of mourning it is not considered becoming to visit places of amusement or to enter social life or gaiety in any way. After a certain time elapses, say six months or a year, according to the depth of the mourning, a person is at liberty to go out quietly to concerts, theatres, informal dinners, etc.

LETTERS OF CONDOLENCE.—It is customary to send a few words of sympathy to the family after a death has taken place. Such letters should be brief and written with real interest and affection, otherwise they had better be omitted.

NOTE-PAPER AND VISITING-CARDS.—During a period of mourning, these should be edged

with a black border, the width of this to be determined by the depth and recency of the mourning. The *very* wide band is exaggerated, ostentatious, and in bad form.

DINNERS.

Every one who dines may think his taste in the matter of serving a dinner the proper standard; however, we shall confine ourselves to but one style of dinner, that served *à la Russe*, as this is the accepted fashion of the present day, and followed by the best society in New York, Boston, Philadelphia, and Washington, not to mention the large cities abroad.

HOUR FOR DINNER.—This varies, but is usually fixed no earlier than seven and no later than eight o'clock.

NUMBER OF GUESTS.—The number should

be small rather than large for a pleasant dinner, eight or ten being a fair average.

CHOICE OF GUESTS.—Endeavor to select your guests with a sense of fitness, and see that they are well placed at the table. The conversation and the whole enjoyment of the dinner depends on this. People who are clever conversationalists are most desirable guests.

LATE COMERS.—The chances are that your guests will not all assemble until at least fifteen minutes after the hour named in your invitations. This tardiness is not now considered rude, as in the olden times, but is quite customary.

ARRANGEMENTS.—These should be about the same whether for six or twenty, though of course a few extra servants must be procured and a few extra courses prepared for the larger number.

CARDS IN HALL.—If the dinner is a large and formal one, a gentleman should receive

an envelope before entering the drawing-room in which is a card bearing the name of the lady he is to take in to dinner. If he does not know the lady he should ask the hostess to present him to her. At small and informal dinners the hostess simply mentions to the gentleman the name of the lady he is to escort to the table.

CARDS AT TABLE.—A card is generally laid at each place giving the name of the guest who is to occupy it. This custom is also unnecessary at a small dinner.

MENUS, or bills of fare, are often placed before the guests at large dinners, but rarely at small ones.

ANNOUNCEMENT OF DINNER.—When the guests have all arrived and the dinner is ready, the butler or waitress should enter the drawing-room and politely say to the lady of the house, "Dinner is served"; then he or she should return to the dining-room and stand behind the hostess until she is seated.

GOING TO THE TABLE.—The gentleman of the house must offer his right arm to the lady who has been selected as the important guest of the evening, and he should then proceed to the table, placing her on his right hand. The other guests then follow as before indicated, and finally the hostess with the gentleman whom she wishes to honor, the latter sitting at her right.

COURSES.—For an ordinary dinner the following are enough :

First.—Oysters on the deep half shell, five or six for each person ; if not the season for oysters then small clams served in the same way. All these should be very cold, and the clams are better if surrounded by cracked ice. A piece of lemon should be in the centre of each plate, and pepper and salt passed with this course.

Second.—A soup.

Third.—Fish, with which, if in season, cucumber salad should be served.

Fourth.—An entrée of some kind.

Fifth.—Meat and vegetables. Two kinds of the latter always sufficient.

Sixth.—A vegetable, such as asparagus, cauliflower, baked tomatoes, artichokes, or a small dish of some kind.

Seventh.—Game and salad, or crackers, or cheese and salad.

Eighth.—A sweet and cake.

Ninth.—Fruit.

Tenth.—Candies, etc.

WINES: *First.*—Sherry, which must be very cold and decanted. This to be passed with the soup. If a white wine is to be served it should be given with the oysters and also very cold. This must not be decanted.

Second.—Champagne, which should be packed in ice several hours before it is to be used. Serve it in the bottle with a napkin held round it to absorb the moisture. Champagne is passed with the meat.

Third.—Claret, which must be decanted and warm, and served with the game and salad.

Fourth.—Madeira, also decanted but of its natural temperature, and passed with the dessert.

COFFEE.—After dinner, when the ladies have left the room and the gentlemen are preparing to smoke, coffee, without milk, is served and carried to the ladies in whichever room they may be.

LIQUEURS, COGNAC, CIGARS AND CIGARETTES.—After the ladies have left the dining-room the servants pass all these to the gentlemen who remain for a while to smoke. The liqueurs and cognac (brandy) can also be offered to the ladies.

MINERAL WATERS.—These, such as apollinaris, etc., can be passed at dinner, as some prefer a mineral to natural water.

GLASSES.—A glass suitable for each variety of wine is put on the table, except the

Madeira glasses, which are kept on a side table. When the crumbs, etc., are brushed off (with a napkin), and before the sweets are served, all the wine-glasses previously in use should be removed on trays and the Madeira glasses then set at the different places.

TABLE SERVICE.—In the center of the table should be either a dish of flowers or fruit. Ferns make a very attractive effect. There should be small dishes of candies, figs, prunes, crystallized ginger, etc. Olives or radishes, salted almonds, etc., should be put in pretty little dishes on the table. These with the silver, glass, sherry and claret decanters, and carafes holding water, complete the decoration of the table.

SERVICE.—Every thing should be served from the side table and passed to each guest. This saves great confusion, and contributes more than any thing else to a comfortable dinner.

HOT PLATES.—Be careful to have warm

food served on very hot plates. Cold plates will spoil the best dinner ever cooked!

BUTLER.—If two men or more are kept in the dining-room, the head man or butler should serve the wines exclusively.

FINGER BOWLS.—These are put on with the dessert, half-filled with lukewarm water.

LEAVING THE TABLE.—When the dinner is ended the hostess rises and prepares to leave the room, the other ladies following. It is better form for the gentlemen to escort the ladies to the drawing-room, returning afterward to smoke. After smoking they usually rejoin the ladies.

TIME OF LEAVING.—It is customary to remain three hours altogether in a house where you are dining.

DINNERS AT RESTAURANTS.

When a dinner is given at a public restaurant, a table can be reserved in the pub-

lic dining-room, or a private room can be engaged.

ORDERING OF DINNER.—It is usual to order the dinner beforehand, so that there will be no needless delay in serving it when the guests arrive.

ARRANGEMENT FOR MEETING.—If a lady gives the dinner it is better for the guests to meet at her house, so that they may all go together to the restaurant, but if an unmarried gentleman is the host he must appoint an hour for the party to meet him in the vestibule of the restaurant, and the lady who has consented to *chaperone* his dinner must be there very punctually in order to spare an unmarried lady the annoyance of arriving alone at a public place.

STYLE OF DINNER.—This must rest with the taste of the host or hostess, but it should resemble as nearly as possible a dinner in a private house, both in table appointments, variety of dishes, service, etc.

UNMARRIED LADIES.—It is perfectly admissible for an unmarried lady to dine at a restaurant, provided she is properly *chaperoned*.

LUNCHEES AND BREAKFASTS.—These, under above circumstances, are governed by the same rules as those given in regard to dinners.

LADIES ALONE.—Ladies can lunch or breakfast without gentlemen in respectable public restaurants, but two ladies should if possible be together, rather than that one should lunch or breakfast alone.

FLOWERS.

SENDING FLOWERS TO LADIES.—If a gentleman has asked a lady to dance a cotillon with him at some specified ball, it is customary for him to send her a bouquet when the evening arrives on which he is to enjoy this

pleasure. But should the lady request him *not* to remember her in this way, her wishes should be observed.

WAY OF SENDING.—The gentleman should go to some florist, leave the order for the kind of bouquet he intends to send, also his card in an envelope addressed to the lady, which envelope should accompany the flowers.

PROPRIETY OF SENDING FLOWERS.—Any gentleman, provided his acquaintance with the lady justifies him in supposing his attentions are not disagreeable to her, has the privilege of sending her offerings of flowers whenever he cares to do so.

GARDEN OR LAWN PARTIES.

This style of entertainment is simply an out-of-door reception.

REFRESHMENTS.—These should consist of bouillon, salads, *pâte de foie gras* sandwiches,

salmon, mayonnaise, when in season, cakes, ices, tea, claret cup, champagne cup, and other summer beverages. These should be served on the piazzas, at small tables, or in a tent pitched somewhere on the lawn.

AMUSEMENTS.—The tennis-ground should be in good order, also archery tools at hand, and croquet. If there is any boating in the immediate neighborhood, the row-boats should be dry and ready for those who care to go on the water.

DANCING.—If a platform be erected for the purpose, dancing is often indulged in.

MUSIC.—A band of music is quite necessary to the proper enjoyment of a garden party.

EVENING.—If a fête in the country is given at night, Chinese lanterns are much used; and, hung around the piazzas and from the branches of the trees, produce a very brilliant and beautiful effect.

INTRODUCTIONS.

In England, visitors meeting in the same house are expected to enter into conversation though no formal presentation has been made, and though no previous acquaintance has existed. In the United States, however, the fashion of introducing people who meet as strangers still continues.

PERMISSION.—When a lady and gentleman are to be introduced, the lady's permission should first be asked, unless the person making the introduction is quite sure that it will be agreeable to her, in which case the formality can be dispensed with.

FORMULA.—The formula usually used is: "Mrs. Blank, may I," or "allow me to present," or "introduce, Mr. Smith."

Never reverse this order, and so introduce the lady to the gentleman. When the sexes are the same, present the person of the lesser to the one of the greater age or importance.

FUTURE RECOGNITION. — Introductions do not necessitate future mutual recognitions, unless agreeable to the parties introduced. The ceremony is simply an opportunity offered for present acquaintance, and can be ignored by one or both parties immediately after they leave the presence of the person who made the introduction.

BOWING.—A gentleman should never bow to a lady when first meeting her after an introduction, until she gives him some sign of recognition, thus intimating her desire to continue the acquaintance. A gentleman should always return the bow, even though he may not care for the acquaintance.

SHAKING HANDS.—Ladies and gentlemen must not shake hands with each other when introduced. A bow is a sufficient acknowledgment of the introduction. Persons of the same sex may or may not shake hands.

DISLIKES, ETC.—A host or hostess is not

supposed to be cognizant of differences that possibly exist between guests meeting in his or her rooms, therefore introductions are always permissible, even though distasteful to the parties introduced, and while the latter are under someone else's roof such differences should be lost sight of by them.

INTRODUCTIONS TO A CHAPERON.—If an unmarried lady is being *chaperoned* by an older or married lady, any gentleman speaking to her and unacquainted with the latter, should immediately be presented. In a public place of amusement, such as in an opera box, in the theatre, etc., this should always be done, but in a ball room or other large social gathering the ceremony may be set aside without any positive impropriety.

INVITATIONS.

INFORMAL.—Those for a small event, for instance a dinner to which few guests only

are expected, are usually written on note-paper, letter-form, and in the first person—
Example :

“ Dear MRS. SMITH,
“ Will you and Mr. Smith give us
the pleasure of your company —” etc.

FORMAL. — Invitations to dinner are written in the third person, in this fashion :

“ Mr. and Mrs. Green request the pleasure of Mr. and Mrs. Brown’s company on Thursday, May 9th, at seven o’clock.

“ 761 John Street. ”

CARDS. — Sometimes a card is used, on which the above style of invitation is engraved or written.

R.S.V.P. — These initials are occasionally put in the right-hand lower corner of the card, and stand for the French, “ *Repondez, s’il vous plait,* ” or “ Please reply. ” However, the use of this in a dinner invitation should hardly be necessary, as it is the

height of ill-breeding not to answer it immediately.

MEETING THE HONORED GUEST. — If guests are asked to meet a distinguished gentleman or lady, this should be mentioned in the card of invitation, directly after the hour of dinner ; for instance :

“ at seven o'clock, to meet
MR. SIDNEY ROTHSCHILD,
of London.”

Or an extra card may be inserted with the regular invitation, saying, “ to meet Mr. —,” etc.

TO BALLS, ETC.—Formal invitations to evening entertainments are sent in the name of the lady of the house, either “ Mrs. Green requests the pleasure, etc.,” or—

“ MRS. GREEN,
At Home,

Tuesday, May Ninth, at nine o'clock.
761 John Street. Dancing (music, or whatever the entertainment is to be, signified.)”

The envelope with this kind of invitation is usually all that shows to whom it is addressed, as the name of the person invited rarely appears inside. R. S. V. P. is as a rule added to such general invitations as the above.

FORM OF ENGLISH INVITATIONS.—The following is the style often used in England for invitations to garden-parties, etc :

“ MR. and MRS. GREEN
request the pleasure of
MR. and MRS. FITZGERALD’S
company at a garden party on Tuesday,
May Ninth, at four o’clock.
Collation at seven o’clock.
Dancing 8 to 11.

I Wood Terrace. R. S. V. P.”

AFTERNOON TEAS, ETC.—The visiting card of the hostess, with simply “Tea at four o’clock,” and the date in the left-hand corner, is all that is necessary, or possibly “At home from four until seven.”

VISITING CARDS.—Invitations to small and rather informal entertainments can be written on a lady's visiting card with perfect propriety, though informal notes are more customary.

DIFFERENT MEMBERS OF A FAMILY.—The daughter or daughters' names frequently are placed after the parents', on a card of invitation, but a son should receive a separate card always.

“THE MISSES.”—When there are several sisters in a family addressed in this fashion it is usually understood that not more than two of them will avail themselves of the invitation.

IN THE COUNTRY.—Invitations for any general entertainment sent to a country house where guests are stopping are as a rule addressed to “Mr. and Mrs. Green, and party,” this invitation including the sons and daughters of the house as well as the visitors.

TO WEDDINGS.—Invitations to weddings

are issued in the name of the bride's parents, or, if both are dead, in the name of a near relative or guardian. Paper without crest or monogram is considered the best to use so far as good taste is concerned. The accepted form is as follows :

“ MR. and MRS. GREEN
request the pleasure (or honor) of your com-
pany at the marriage of their daughter

CATHERINE LOUISE

to

MR. SIDNEY HENRY SMITH,
at St. John's Church, on Tuesday, May Ninth,
at twelve o'clock.”

RECEPTION.—Separate cards are sent if the wedding ceremony is to be followed by a reception at the parents' residence, the formula used, “ Mr. and Mrs. Smith at home, etc.”

TO AVOID CONFUSION AT THE CHURCH, a small card is sometimes enclosed with the invitation, on which the name of the church

and the hour for the ceremony are printed. Such cards must be presented at the door, in order that, to avoid a crowd, only such friends who have really received invitations to the wedding may be comfortably seated.

ACCEPTANCES.—Notes of acceptance or regret should be written briefly yet courteously, and in the same person as that in which the invitation to be answered has been sent, either “Dear Mrs. Green, It gives me great pleasure, etc.,” or “Mr. and Mrs. Brown accept with pleasure Mr. and Mrs. Green’s very kind invitation for Tuesday evening, etc.” In writing or answering invitations, or even letters, it is considered bad form to use numerical figures instead of writing the numbers out. Invitations should always be answered in the present tense.

INVITATIONS ON A VISITING CARD to a general entertainment require no answer, unless such be particularly requested.

REGRETS.—In declining an invitation, a polite excuse for absence should always be given. For instance:—

“Mr. and Mrs. Brown regret extremely that a previous engagement prevents them from accepting Mr. and Mrs. Green’s kind invitation to dinner Tuesday, etc.”; or, whatever the reason may be, endeavor to express it politely in the note sent in reply.

DINNER INVITATIONS. — In answering these, particularly the day, date, and hour named should be repeated in the answer, to avoid possible confusion. Invitations of any kind, requiring answers, should receive immediate attention.

LUNCH.

This meal is served between 12.30 and 1.30. It is as informal as the ordinary breakfast, and served very much the same way; but formal lunches, to which a number

of guests are invited, are made more elaborate, and, like dinners, served in several courses.

COURSES.—For such courses, bouillon in cups designed for the purpose is usually passed first, unless preceded by raw oysters ; then follow an entrée, chops with one or two vegetables, game or chicken, and salad, sweets, candies, fruits, etc., coffee, chocolate, tea. Wines are served with the meats.

TABLE SERVICE.—The table is arranged as at dinner, very nearly, with the exception that a tea tray can be placed in front of the hostess, so that she may pour out tea during the meal as at breakfast.

COFFEE.—Black coffee is usually served after luncheon.

LETTER WRITING.

Express your thoughts in simple English and in legible writing. The latter should

be clear and bold. Never write carelessly or hurriedly; read the letter over before sending; and, if writing more than one letter at a time, be cautious that such are not put in the wrong envelopes. Great attention should be paid to correct punctuation.

WRITING MATERIAL.—The shape and size of paper and envelopes are not so important as the quality. They should be plain white, with no colored border (except the black border when in mourning), and of substantial texture. The address of the writer is now printed neatly at the head of the sheet, in preference, as a rule, to other ornament.

IN ENGLAND.—Among the titled aristocracy colored edges to paper are often common; however, in our country, such styles are most unfashionable.

PENS AND INK.—Black ink of the best quality should be used, and the pen chosen to suit the individual style of handwriting. Those

who avoid gaudy or elaborate display in writing materials prove their good taste.

COATS-OF-ARMS, CRESTS, AND MONOGRAMS.—These, if used at all, should be printed as simply as possible, and in one color.

NOTES are letters in brief, and are commonly used for business purposes or for some trifling communication between friends. Written in the third person, they are sent in the form of invitations.

HOW TO BEGIN AND HOW TO END A LETTER.—No rule is laid down for this between intimate friends or relations. The etiquette of letter-writing should only be considered between strangers or slight acquaintances. In these cases it is well to preserve a mean between cold formality and familiarity.

THE CONVENTIONAL FORMS are “Sir,” “Dear Sir,” “My Dear Sir,” or “Madam,” “Dear Madam,” or “My Dear Madam.” Either of these can be used, but

to a total stranger "My Dear Sir" is a trifle too cordial, and to an acquaintance "Sir" is too formal, unless coldness and distance are intended to be conveyed. When writing to persons, though strangers, of your own social class, use "Dear Sir," or "Dear Madam," rather than "Sir" or "Madam."

ENDING A LETTER.—Here there are various degrees of civility,—“Truly yours,” or “Yours truly,” “Faithfully yours,” “Respectfully yours,” etc. “Yours, etc.,” is a senseless ending to any letter or note. In writing to those whom you know well enough to address as “My Dear Mrs. Jones,” the letter can end “Sincerely yours,” “Very sincerely yours,” “Your sincere friend,” “cordially yours,” or even “Affectionately yours.”

LADY'S SIGNATURE.—A married lady should not sign herself “Mrs.” or an unmarried lady “Miss,” though in writing to a stranger who will not know how to address

a reply the name in full should be signed ; for instance : " Mrs. Caroline Bell," or " Miss Emily Blake," the title thus (Mrs.)

STYLE OF ADDRESS.—Letters to married ladies should be addressed with the initials or names of the husband, " Mrs John P. Smith," etc.. Widows and unmarried ladies should only be addressed with their christian names, " Mrs. Mary Smith " or " Miss Fanny Jones." The eldest daughter or unmarried lady of the family should be addressed " Miss " simply, the christian name being omitted. " Mr." and " Esq." cannot be used simultaneously. A letter must be addressed either like the following examples, to " Mr. R. H. Smith" or to " R. H. Smith, Esq." The first form, however, is usually reserved for tradespeople, etc., the latter being adopted between people of the same social class. When a letter is addressed to the Hon. James Blank, the " Esq." must not follow.

P.S.—Avoid postscripts and the crossing of letters.

FORM OF FORMAL LETTER.—When a note is commenced “Sir” or “Dear Sir,” it is usual to write the name of the person addressed at the end of the letter or note in the left-hand corner, or it may be put before the commencement; for instance, “To R. H. Smith, Esq.,” but in this case it must not be repeated at the bottom.

JR.—A son of the same name as his father is addressed in this way: “R. H. Smith, Jr., Esq.”

TO A SERVANT.—Letters or notes to servants usually begin with the servant’s name, and then the directions follow in the third person; example: “To Mary Smith: Mrs. Brown will return home on Saturday next, etc.”

ADDRESS A CLERGYMAN “Reverend Sir” or “Dear Sir,” and the envelope

directed to "Rev John Blank"; or if the initial is not known, to "Rev. — Blank."

ADDRESS A DOCTOR OF DIVINITY "To the Rev. John Hall, D.D.," or the "Rev. Dr. Hall."

ADDRESS A DOCTOR OF MEDICINE "J. B. Blank, Esq., M.D.," or "Doctor J. B. Blank," or "Dr. Blank."

ADDRESS A BISHOP "To the Right Rev. the Bishop of —, or "To the Right Rev. H. C. Potter, D.D., Bishop of —, and begin the letter "Right Rev. Sir," or "Right Rev. and Dear Sir."

ADDRESS FOREIGN MINISTERS as "His Excellency and Honorable."

ADDRESSING PERSONS OF POLITICAL RANK IN THE UNITED STATES—LETTERS TO THE PRESIDENT.—These should be addressed "To His Excellency, the President of the United States," or as "President of the United States."

TO THE CABINET OFFICERS.—"To the

Honorable J. C. Blank, Secretary of State," or "To the Hon. —, the Secretary of the Treasury," or "To the Hon. —, the Secretary of War," or "To the Hon. —, the Secretary of the Navy," or "To the Hon. —, the Secretary of the Interior," or "To the Hon. —, the Postmaster General," or "To the Hon. —, the Attorney-General."

TO SENATORS.—Address simply "To the Hon. —."

TO MEMBERS OF CONGRESS.—Also address "To the Hon. —."

RULES FOR ADDRESSING ENGLISH ROYALTY AND PERSONS OF RANK.

As it often very convenient for an American abroad to know the English style of address we append the following:

TO HER MAJESTY.—Send to whomsoever has the charge of her private correspondence the enclosure directed "To Her Majesty the Queen," but official letters "To the Queen's

Most Excellent Majesty." They should commence "Madam," "Most Gracious Sovereign" or "May it please your Majesty." They should end "I have the honor to remain with the profoundest respect, Madam, Your Majesty's most faithful servant (or subject)."

TO THE PRINCE OR PRINCESS OF WALES.—Letters should be enclosed to the one in charge of their correspondence and addressed "To His Royal Highness the Prince of Wales," or "To Her Royal Highness, the Princess of Wales." They should begin "Sir" or "Madam," and end "I have the honor to remain, Sir (or Madam), your Royal Highness's most faithful and most obedient servant."

TO OTHER MEMBERS OF THE ROYAL FAMILY.—Above formula, with the slight alteration of title, is the one used.

ROYAL HIGHNESS.—Reserved for the sons, daughters, uncles, and aunts of the Queen.

ERRATA.

Page 67.—Read “Your Royal Highness,”
instead of “Your Highness.”

Page 68.—Omit “Esq.” after “The Hon.”

YOUR HIGHNESS.—Reserved for the nephews and cousins of the Queen.

TO A DUKE OR DUCHESS.—If not members of the Royal Family, address “To His Grace, the Duke of ——, or “To Her Grace, the Duchess of ——. They should begin “My Lord Duke” or “Madam.”

TO A MARQUIS OR MARCHIONESS.—Address “To the Most Hon. the Marquis (or the Marchioness) of ——. Begin “My Lord Marquis” or “Madam.”

TO AN EARL OR COUNTESS.—Address “To the Right Hon. the Earl (or Countess) of ——. Begin “My Lord” or “Madam.”

TO A VISCOUNT OR VISCOUNTESS.—Address “The Right Hon. the Viscount (or Viscountess) of ——. Begin “My Lord” or “Madam.”

TO A BARON OR BARONESS.—Address “The Right Hon. the Lord (or Lady) ——. Begin “My Lord” or “Madam.”

TO THE YOUNGER SONS OF EARLS, TO ALL

THE SONS OF VISCOUNTS AND BARONS.—Address “The Hon. ——, Esq. Should begin “Sir.”

TO AN ARCHBISHOP.—Address “His Grace, the Archbishop of ——. Begin “My Lord Archbishop.”

TO AMBASSADORS.—Begin “My Lord,” and wherever the ordinary pronoun *you* would be used, supply instead “Your Excellency.”

TO A BARONET.—Address “Sir William ——, Bart.”

TO A KNIGHT.—Address simply “Sir William ——.”

TO JUDGES.—Address as “Right Honorable.”

TO A CONSUL.—Address “To ——, Esq., Consul to Her Britannic Majesty.”

WIDOWS OF PEERS.—When the successors to the title are married they are addressed as “Her Grace, the Duchess Dowager of ——, etc.”

INTIMATE ADDRESS.—If you are on sufficiently intimate terms with persons of rank to discard formalities, you can begin a letter “My dear Duke of —,” or “My dear Duke,” and so on with the inferior titles.

LETTERS OF INTRODUCTION.

Never give a letter of introduction unless you thoroughly understand the character and manners of the person to whom you write the letter and also of the person whom the letter introduces.

CONTENTS.—The letter should contain the name of the person introduced, as well as the city or country he came from, also his profession, business, etc. Letters of introduction (unless sent by mail) should be delivered, unsealed, by the writer of the letter to the bearer of the introduction, and

should be closed by the latter before delivery. If purely a business introduction and one which can be delivered personally, it may remain unsealed.

HOW TO DELIVER LETTERS OF INTRODUCTION.—The bearer of a letter of introduction should leave it at the house of the person to whom it is addressed, together with a card on which should be written his address. He should then do nothing further until the person whose acquaintance he has sought calls upon him, or sends him some card or note of invitation.

THOSE WHO RECEIVE LETTERS OF INTRODUCTION should within twenty-four hours, if possible, take some kindly notice of the letter by a call or an invitation.

NEW YEAR'S DAY.

Formerly it was the general custom for ladies to remain at home on the first day of

January in order to receive the gentlemen who then made a habit of calling, but the fashion has slowly, yet surely, fallen into disuse, owing to the size of the city and society, so that now the nicest people rarely keep up any observance of the day. In small towns, however, and country districts the old-fashioned New Year's may still be popular.

OUT-OF-DOOR SPORTS.

The etiquette, when taking part in sports, such as hunting, shooting, fishing, etc., is quickly learned by those interested in them. For instance, any man chosen to be master of the hounds would be one who had had such experience in the hunting-field that the duties attending his new position would be easily understood by him.

HUNT (OR MEET) BREAKFASTS.—It is customary in such sections of the country

where hounds meet, for any of the residents caring for the sport to give a breakfast during the season to the master of the hounds and to all comers. Such a breakfast is a most informal affair, and the food should be the same as would be offered at a similar morning entertainment.

TENNIS CLUBS, ROWING, RACING, AND OTHER ATHLETIC ASSOCIATIONS.—Each and all of these usually have clearly defined rules and regulations which should be carefully read by any one wishing to connect himself or herself with them.

PICNICS.

If one person gives a picnic he must provide every thing, the modes of conveyance to the place selected, the refreshments, entertainment, etc., but if several join in this the labor and expense should be equally divided.

REFRESHMENTS.—They consist chiefly of cold dishes, such as meats, boned turkey, game, pâtes, sandwiches, salads, cakes, jellies, pies, etc., punch, lemonade, claret, and champagne. Hot dishes are sometimes served, prepared at a neighboring house.

CONTRIBUTIONS.—Often picnics are so arranged that each lady attending furnishes a dish of some kind, and in this way all the refreshments can be provided without any difficulty.

DANCING.—Sometimes a wooden platform is erected, and dancing is the chief amusement after eating.

LENGTH OF TIME.—A picnic generally lasts from about noon until twilight, and the best season of the year is when it is pleasant to be out-of-doors.

CHINA, GLASS, ETC.—Sufficient of these should always be carried to a picnic, though they should be of a plain and inexpensive kind for fear of breakage.

ETIQUETTE AND PRECEDENCE IN WASHINGTON.

THE PRESIDENT.—He should be addressed in conversation as “Mr. President” or “Sir.” Precedence is given to him everywhere by virtue of his exalted position.

INVITATIONS.—No invitation received from the President should be declined unless through imperative necessity, and other engagements of a social nature should be broken in order to admit of an acceptance.

THE SECOND PLACE OF IMPORTANCE.—Both the Chief-Justice and the Vice-President claim the second place in point of precedence.

THE FOURTH PLACE.—The Speaker of the House ranks next:

THE CABINET.—The order observed is the State, the Treasury, the War, the Navy,

the General Post-office, the Interior, and the Department of Justice.

CABINET OFFICERS VERSUS SENATORS.—The long-contested point is gradually being settled that the former shall pay the first visits.

DIPLOMATIC BODY.—Their families by courtesy should be called upon as strangers upon arrival. The foreign Ministers, however, usually make themselves known to the Cabinet by calling upon them directly after they arrive.

HOUSE OF REPRESENTATIVES.—Members of this body and their families are expected to make the first visit upon all those standing in high official position, but private citizens must first call upon them.

HEADS OF THESE DEPARTMENTS.—They are each addressed as Mr. "Secretary."

IN ADDRESSING OFFICIALS.—Vice-President as "Mr. Vice-President."

Chief-Justice as "Mr. Chief-Justice."

Senators as "Mr. Senator."

RECEPTIONS.—During the social season in Washington the Cabinet, Senators, and Justices of the Supreme Court of the United States have regular days upon which any one, whether personally known to them or not, is at liberty to call.

THE WHITE HOUSE, OR EXECUTIVE MANSION, is the residence of the President, and on certain occasions, which are duly announced, its doors are thrown open to the general public.

PRECEDENCE IN ENGLAND.

Among peers or peeresses of the same rank precedence depends upon the date of creation.

TITLES OF COURTESY.—Eldest sons of Dukes, Marquises, and Earls are always called by one of their father's second titles.

ELDEST SONS OF A DUKE rank after Marquises and before Earls.

OF A MARQUIS.—After younger sons of the Blood Royal and before the younger sons of Dukes, and before Viscounts.

OF AN EARL.—After Viscounts and before the younger sons of Marquises and Bishops.

OF A VISCOUNT.—Who has no courtesy title but is simply called Honorable, after Barons and before Earls' younger sons.

OF A BARON.—Styled Honorable, after Earls' younger sons and before Privy Councillors and Judges.

PRECEDENCE OF WIVES.—Wives rank the same as their husbands.

YOUNGER SONS OF DUKES AND MARQUISES are addressed as *Lords*, but the Christian name must never be omitted; thus, "Lord Cecil Baltimore, and not "Lord Baltimore."

YOUNGER SONS OF DUKES rank after the eldest sons of Marquises and Viscounts.

YOUNGER SONS OF MARQUISES rank after eldest sons of Earls.

YOUNGER SONS OF EARLS.—After eldest sons of Viscounts, and before eldest sons of Barons.

YOUNGER SONS OF VISCOUNTS.—After Privy Councillors and Judges.

YOUNGER SONS OF BARONS.—Before Baronets.

BARONETS.—They take rank in order of their creation.

KNIGHTS.—They follow according to order.

DAUGHTERS OF A HOUSE usually enjoy the same rank as the eldest brother, and follow directly after his wife.

DAUGHTERS OF DUKES, MARQUISES, and EARLS are styled “Ladies,” but with the use of the Christian name always; for instance, the “Lady Gladys Herbert,” not “Lady Herbert.”

PRESENTATION AT COURT IN
ENGLAND.

Ladies and gentlemen who wish to be presented can only have this privilege through some acquaintance who has already been presented at Court, and it is necessary that the lady who presents another shall attend the same drawing-room. Foreigners are presented through their country's representative.

DRAWING-ROOM is the name given to a court reception, held by the Queen or the Princess of Wales.

APPLICATION.—At least two days before the drawing-room to which admission is desired, a lady wishing to introduce a friend must legibly write on a card her name and that of the lady she is to present; for instance, "Miss Brown, presented by Lady Blake"; and this card must be left in the

Lord Chamberlain's office, in St. James's Palace. Should an American wish to be presented through the Legation, the Minister or *chargé d'affaires* must notify the Lord Chamberlain that the presentation is to take place on a named date, through either the general or diplomatic body. The other details connected with such a presentation can easily be ascertained at the offices of the Legation.

SUBMITTED FOR APPROVAL. — These names are submitted to her Majesty for approval, and forty-eight hours afterwards the lady, by sending to the office, will receive two pink or presentation cards, which are to be used according to the following command :

“ By her Majesty's command,—

“ The ladies who purpose to attend her Majesty's Drawing-Room, at Buckingham Palace, are requested to bring with them two large cards, with the names clearly writ-

ten thereon; one to be left with the Queen's page in attendance in the corridor, and the other to be delivered to the Lord Chamberlain, who will announce the name to the Queen."

GENTLEMEN.—It is not customary for gentlemen to attend the court receptions unless as attendants upon the ladies of their family; however, should they do so, the same rules apply to the method of their application and presentation as refer to the other sex.

HOUR.—The State Apartments are open at 2 P. M., and the Queen enters them at 3 o'clock.

PRINCESS OF WALES.—Should the Queen be indisposed or tired, the Princess of Wales takes her place, but in this case the ceremony of hand-kissing is omitted.

LEAVING THE CARRIAGE.—All wraps and cloaks are left in the carriage upon arrival at the Palace, and the train of the court dress

is thrown over the left arm. When the lady's turn for presentation comes she enters the Presence Chamber or Throne Room, and lets fall her train, which is arranged by a lord-in-waiting.

THE PRESENTATION.—The Lord Chamberlain then reads the name on the card which has been handed to him, aloud to the Queen.

CEREMONY.—The lady advances and bows very low, extending her right hand, palm downwards, and the Queen places her hand upon it, which the lady kisses. The presentation now being over, the lady passes on, keeping her face turned to the Queen until beyond the door of the Presence Chamber. In the mean while she must not omit to courtesy to any of the royal family who may be present.

GENTLEMEN KNEEL on one knee when kissing the royal hand.

LADIES' DRESS.—Full dress only is per.

mitted, unless a certificate from a medical man is forwarded to the Lord Chamberlain, giving satisfactory reasons why a lady should not wear a low bodice. The dress consists of a low bodice without sleeves, a train of from three to four yards in length, and a head-dress of feathers (white are preferred) and lappets, with whatever ornaments and other appointments of a grand toilet that the wearer may select.

GENTLEMEN'S DRESS.—Coat and knee breeches of plum-colored cloth with steel buttons, white embroidered waistcoat, frilled shirt, pink silk stockings, shoes with diamond or steel buckles, a sword hung at the side by a steel chain fastened to the hilt, and finally, a cocked hat carried under the arm or in the left hand. Another costume permitted is as follows: A black silk velvet coat, breeches and waistcoat, ornamented with gold or silver buttons, and the other details of toilet to correspond; or another costume worn

consists of a mulberry or blue coat, gilt lace trimmings, white waistcoat and shirt without frills. When presented Americans must conform to all the above rules and fashions.

NAVAL OR MILITARY OFFICERS AND CHURCH DIGNITARIES appear in their own uniforms and robes.

PRIVATE THEATRICALS,

Also TABLEAUX VIVANTS, provide an entertainment which is daily growing in popularity both in England and our own country. Sometimes a stage is erected in a private house, but more frequently small theatres are engaged, where the performance takes place.

COACHING.—Instruction, or “coaching,” is as a rule given to the amateur performers by some professional manager, actor, or actress engaged for the occasion.

REHEARSALS.—These are necessary and must be frequent to insure any success.

TABLEAUX.—For tableaux it is better to have the advice and taste of some clever artist, as the beauty and interest of the human pictures depend so largely upon the posing and drapery of the figures, to say nothing of the effect of the lights and the choice of colors.

RECEPTIONS.

A similarity has grown between “at homes” or receptions and “afternoon teas,” the former frequently taking place about the same hour, and the general character of the invitations and entertainments being the same.

CARDS.—For a reception to be held either in the afternoon or evening, the form of in-

invitation is usually an engraved card as follows:

MRS. BLANK.

MISS BLANK. (If there is a daughter in society.)

At Home,

Wednesday, December Eighth, from four until seven o'clock.

203 Madison Place.

ANSWERS.—No answer need be sent to such an invitation, unless on the bottom of the cards an answer is particularly requested, which is not the case as a rule.

ENTERING AND LEAVING.—It is necessary to speak to the host and hostess immediately upon entering the room, but owing to the constantly moving crowd it is not essential that guests should again address the host and hostess when they are about to leave.

LENGTH OF VISIT.—This can vary from five minutes to an hour at an afternoon re-

ception, but at an evening reception the time is usually more extended.

MUSIC.—For a reception music is desirable, as it adds greater brilliancy to the entertainment.

REFRESHMENTS.—In the afternoon bouillon, salad, sandwiches, cake, ices, chocolate, and tea are provided, but for an evening reception something more substantial must be provided, similar to a supper. Champagne and punch are generally served also.

AWNING.—If the weather is not fair an awning should be put up, but if the day is good then only a carpet is necessary, laid down the stoop and across the sidewalk to the curbstone.

SUPPERS.

Supper, as a rule, is similar to dinner, and unless served at a ball or as a part of some

other entertainment has very much the character of that meal. After the theater or opera, people frequently indulge in some refreshment which may or may not be dignified by the name of *supper*.

TEAS.

There are two styles of entertainment under the general name *teas*—high teas and afternoon teas.

HIGH.—The first is a meal taking the place of a dinner, at which hot meats, cakes, warm breads, preserves and other sweets are served. Such teas are more popular in the country than in town.

AFTERNOON.—In many households it is the custom about five o'clock to have a tray brought in to the mistress of the house and placed before her on a small table. On this tray should be a tea-service, cups, saucers,

etc. She herself then makes the tea, pours it out, and passes it to whatever visitors may be with her at the moment. The servant brings in thin slices of bread and butter, cake, and perhaps English muffins, which are usually served with the cup of tea at this time. Afternoon teas resembling receptions can also be given, but these come more under the head of large and general entertainments.

The entertainment at a "tea" ought to be simple, and the visiting cards of the hostess are used for the invitations, on which should be written, upon the lower left-hand corner and opposite the address, the words, "Tea at four o'clock," following the day and the date.

THEATRE PARTIES.

Whoever gives a theatre party invites an equal number of ladies and gentlemen, a proper chaperon of course being provided. If the party are to dine together before going to the play, half-past six is usually the hour appointed, whether the dinner is to take place in a private house or in a restaurant. If there is to be no dinner, some house is selected where the guests assemble at a quarter before eight as a rule.

THE OPERA.—It is customary, when you invite married people or gentlemen to the opera, to send them their tickets so that they may join you at the opera, unless for some reason you wish to go with them. Unmarried ladies are usually asked to dine by their friends and to go with them from their home. Suppers are rarely given after

the opera, owing to the lateness of the hour.

CARRIAGES.—These, or an omnibus hired for the occasion, are provided to take the party to and from the place of amusement.

SUPPER.—If the party did not dine together, then it is customary for the host or hostess to give the guests a supper somewhere.

DUTY OF THE CHAPERON.—It is the duty of the chaperon to see the unmarried ladies safely home.

TOILET FOR LADIES.

MORNING.—In the winter, nothing is more suitable than cloth or serge dresses. In summer, simple cotton frocks of some kind are the most desirable.

AFTERNOON.—In winter, if walking, handsome cloth costumes or plainly trimmed dresses of velvet and silk, dark colors of

course. If dining, then more elaborate toilets are worn, but they should always be short and of not too glaring tints. In summer, white or black lace gowns, pretty muslins, thin silks, or in fact any thing that is graceful and becoming is permissible in the country.

RECEPTIONS OR TEAS BEFORE SEVEN O'CLOCK.—Ladies can wear handsome costumes to receptions, but always with a bonnet or hat, unless they are receiving with the hostess, in which case a simple dinner dress or half-toilet is appropriate.

LOW BODICES are only to be worn for full dress at formal dinners, in the boxes at the opera, or at large evening entertainments, but never before half-past six o'clock under any circumstances in this country.

TENNIS DRESSES.—These should be made of flannel, serge, or any strong material. No trimmings except of the most severe kind

are proper. White and striped flannels are most popular.

YACHTING COSTUMES should be of dark blue, or blue and white flannel, or serge, usually.

DINNER GOWN.—This dress gives great scope for the exercise of individual taste and can be simple or elaborate, according to the size of the dinner at which it is to be worn.

PEIGNOIRS OR WRAPPERS.—These should never be worn by a lady outside of her own apartments.

MATINEES.—These are peignoirs more elaborately and becomingly made, and can be worn by a lady at her own breakfast-table, but never elsewhere.

TEA GOWNS are fancy loose dresses of silk and lace, or velvet, etc., and worn by a lady at five-o'clock tea at home, a gown which for the moment takes the place of the street costume she has laid off and the

dinner dress she so soon expects to put on.

BRIDES.—They are dressed in white, as a rule, and it is according to the time of day of the ceremony that the style of dress must be determined upon.

BRIDESMAIDS.—Their dresses are usually selected by the bride ; hence individual taste is seldom consulted.

DEBUTANTES AT BALLS.—Nothing is more suitable for young girls in their first season than ball dresses of white tulle. White should be worn in preference to any color, unless pale blue or pink. Young girls' dresses should always be simply made.

NEATNESS.—Excessive neatness cannot be too much urged in a lady's toilet. The smallest and most refined detail should receive her attention. If she is not fortunate in having a maid to look after the cleanliness of her laces, the freshness of her linen and ruffings, the spotlessness of her dress

facings, or to see that no buttons are missing from her waists, gloves, and shoes, then all these things should be attended to by herself, so that her toilet lacks nothing that would add perfection to it. No woman who is slovenly and indifferent about these details can hope to escape severe criticism.

TOILET FOR GENTLEMEN.

MORNING.—Sack coats or cut-aways can be worn with tweed or any rough cloth trousers and waistcoat, the weight and color to be heavy or light according to the season.

THREE TO SIX-THIRTY P. M.—Sack coats or business suits should not be worn, but cut-away or frock coats.

AFTER SIX-THIRTY.—As the hour for dinner approaches dress suits should be worn with white ties, whether the evening is to be passed at home quietly, or at some enter-

tainment. After the dinner hour a gentleman in evening dress can go anywhere with propriety.

OUT OF TOWN.—In the country rough tweed suits, fancy flannels, and any kind of hats may be worn, unless the gentleman is going to some specified social entertainment, in which event he should dress very much as he would in the city for a similar occasion.

COACHING.—When men go on coaching parties they should wear English coaching suits, with tall hats of black or gray, according to the style of suit. Such suits can also be worn at races, when railroads have not been the mode of conveyance, but when the wearer has been driven to the race course.

HUNTING.—Pink coats and corduroy waistcoats and breeches, and boots, with tall hats, are popular costumes for the hunting field, though men ride in our best hunts in simpler and less pretentious apparel.

WHITE WAISTCOATS are worn with dress suits, also black embroidered ones.

SILK HATS OR BEAVERS should never be worn with sack coats or business suits. A hard hat, or "billycock," is equally inappropriate in the city in the afternoon or evening.

OPERA HATS.—Crush hats are no longer carried or used, though the fashion may be changed at any moment.

GLOVES.—Tan-colored dog-skin gloves for the street, and white or pearl, stitched heavily on the back, for the evening. Gentlemen should wear light gloves at the opera, or any evening entertainment.

NEATNESS.—The same care should be exercised by a gentleman in his toilet as by a lady, and spotless linen is most essential.

SHOES.—Patent leather and calf shoes, either low or high, for the street, and in the evening patent leather pumps, with fancy or black silk stockings, are worn.

VISITING IN COUNTRY HOUSES.

When asking guests to visit in your country house it is proper to fix the date of their arrival and of their leaving, whether the length of their visit is to be two days or a fortnight.

DUTIES OF HOST OR HOSTESS.—See that every thing has been prepared for the comfort of the guests. Anticipate their bodily wants as much as possible. Direct that some servant shall go their rooms twice a day and ascertain whether any thing is desired, and whether any assistance can be rendered.

BATHS.—Arrange so that guests can be provided with cold or warm baths as they may prefer every morning. See that coarse towels or bath-sheets are within their reach.

WATER.—Have a can of hot water taken to each room at the hours of dressing. A

pitcher of iced water and a glass on a tray should be placed in the bedrooms at night.

WRITING MATERIALS.—Have these, with paper, envelopes, and postage-stamps, put in each room.

ENTERTAINING.—Do not bore visitors by constantly trying to amuse them. After means of amusement have been provided let it be optional with them as to whether they avail themselves of these or not. Permit your visitors to enjoy the liberty of solitude and quiet if they so prefer. Any effort that is apparent to entertain is always bad form. The every-day life of a family should not be overthrown by the arrival of guests.

DUTIES OF VISITORS.—Visitors should conform as much as possible to the habits and customs of the house. They should be moderate in their demands for personal attendance. They should not carry their moods into the drawing-room or to the table, and, whether they are bored or not,

should be ready to contribute as much as in their power to an atmosphere of pleasure. If the above involves too much self-sacrifice, then an invitation to visit should by no means be accepted.

FEEES TO SERVANTS.—It is the custom, upon leaving a house where you have been stopping, to give certain gratuities to such servants as have attended you during the visit, for instance to the butler, footman, or waitress, to the maid who has had charge of your room, to the valet or to the porter who has carried up your luggage. If you have had any extra stable service the coachman should be given something. The amount of these fees must be governed by the disposition of the visitor and by the length of the visit, though a fair average is \$1 to each servant.

INDEX.

-
- Acceptances of invitations, 56-57.
Addressing clergyman and others, 63.
Afternoon tea, 88.
Altar, at the, 28.
Announcement of engagement, 25.
Asking a daughter's hand, 25.
"At home," 16.
Attendance at balls, 4.
Awnings at balls, etc., 4.
Awnings at receptions, 87.
- Balls, 1.
Ball room, courtesy in, 20.
Balls, fancy, 7.
Balls, hour for, 1.
Balls, invitations to, 52.
Balls, public, 6.
Baths, 98.

- "Best man," 27.
- Boutonnieres at weddings, 28.
- Bouquets for brides, etc., 28.
- Bowing, 49.
- Breakfast, 8.
- Breakfast courses, 8.
- Breakfast, hunt, 71.
- Breakfast, late, 8.
- Breakfast, service at, 8.
- Breakfast, wines at, 9.
- Bride's bouquets, 28.
- Bride's dress, 94.
- Bridesmaids, 28.
- Brides, presents from, 29.
- Bridesmaid's dress, 94.
- Butler's duties at dinner, 43.

- Calling upon a guest, 12.
- Calls or visits, 13.
- Calls upon strangers. *See* Visits to, 14.
- Candle at christening, 22.
- Card, lady's, 9.
- Cards, 9.
- Cards, address on, 11.
- Cards at dinners, 37.

-
- Cards at receptions, 13.
Cards, color of, 9.
Cards of dancing, 6.
Cards for church weddings, 55.
Cards for lady's formal visit, 12.
Cards for receptions, 85.
Cards, gentlemen's, 9.
Cards, gentlemen's formal, 12.
Cards, husband's profession on, 11.
Cards, mother and daughters', 10.
Cards, number to be left, 10.
Cards of condolence, 12.
Cards of invitation, 51.
Cards on dinner table, 38.
Cards, omission of Christian names on, 10.
Cards, printing of, 9.
Cards to be left when calling on a guest, 12.
Cards, turning down corners, 11.
Cards, wedding, 54.
Carriages, etc., 16.
Carriages for theatre parties, 90.
Chaperon at balls, 7.
Chaperon at theatre parties, 90.
Chaperons, courtesy to, 19.
Chaperons, duty of, 20.

- Chaperon, introductions to, 50.
Chaperons, when necessary, 19.
Choice of guests for dinner, 37.
Christening, 21.
Clergyman, form of address and other forms of address, 64.
Clubs, 17.
Clubs, debts of strangers, 18.
Clubs, hats in, 18.
Clubs, loud talking, etc., in, 18.
Clubs, sleeping in, 18.
Coaching dress, 96.
Coats-of-arms, 22.
Coats-of-arms, etc., on paper, 60.
Coffee at dinner, 40.
Coffee at lunch, 58.
Coffin, 31.
Condolence, letters of, 35.
Cotillion or german, 5.
Costumes at wedding, 28.
Courses at breakfast, 8.
Courses at dinner, 39.
Courses at lunch, 58.
Court dress for gentlemen, 83.
Courtesy in a ball-room, 20.

-
- Court, presentations at, etc., 79.
Court, presentation dress at, 82.
Courtships and weddings, 24.
Crest, 23.
Customs at presentation, 81.
- Dances, not public, 3.
Dances, subscription, 1.
Dancing at garden parties, 47.
Dancing at picnics, 73.
Deaths, 30.
Death, notifying relatives, 30.
Debts of strangers to clubs, 18.
Debutante's dress, 94.
Dinner, announcing, 38.
Dinner, arrangements at, 37.
Dinner at restaurant, arrangements for, 44.
Dinner at restaurant, ordering, 44.
Dinner at restaurant, style of, 44.
Dinner, cards in hall at, 37.
Dinner, choice of guests, 37.
Dinner, courses at, 39.
Dinner dress, 93.
Dinner, going to the table, 39.
Dinner, hour of, 36.

- Dinner, late comers at, 37.
Dinner, number of guests, 36.
Dinner, wines at, 40.
Dinners, 36.
Dress at court for gentlemen, 83.
Dress at court presentation for ladies, 82.
Dress for coaching, 96.
Dress for debutantes, 94.
Dress for brides, 94.
Dress for bridesmaids, 94.
Dress for dinner, 93.
Dress for luncheon, 96.
Dress for tea, 93.
Dresses for tennis, 92.
Dresses for yachting, 93.
- Engagement dinners, 25.
Engagement ring, 25.
Engagement, time of, 26.
Engagement visits, 26.
Engagements, 24.
England, precedence in, 76.
English forms of address, etc., 64.
Entertainments, going to, after deaths, 35.
- Fees to servants in private houses, 100.

-
- Finger bowls, 43.
First visits, 14.
Flowers, 45.
Flowers at balls, 6.
Flowers at cotillion parties, 5.
Flowers at wedding, 28.
Flowers, propriety of sending, 46.
Flowers, sending to ladies, 45.
Formal letter, form of, 63.
Formal visits, frequency of, 13.
Funeral, flowers at, 32.
Funeral, hour of, 31.
Funeral in a house, 31.
Funeral in church, 31.
Funerals, 30.
Funerals, going to cemetery, 32.
- Garden or lawn parties, 46.
Garden parties, amusements at, 47.
Garden parties, dancing at, 47.
Garden parties in the evening, 47.
Garden parties, refreshments at, 46.
Gentlemen's cards, 9.
Gentlemen's dress at court, 83.
Gentlemen's gloves, 97.

- Gentlemen's hats, 96.
Gentlemen's toilet, 95.
German or cotillion, 5.
Gloves for gentlemen, 97.
Guests, the entertaining of, 99.
- Halls for dances, 2.
Hand-shaking when introduced, 49
Hats for gentlemen, 97.
Hats in clubs, 17.
Hats, opera, 97.
"High tea," 88.
Honored guest, 52.
Horses, 16.
Hot plates, 42.
Hunt breakfast, 71.
Hunting dress, 96.
Husband and wife's cards, 9.
- Introduction, letters of, 69.
Introductions, 48.
Introductions, recognition of, 48.
Invitations, 50.
Invitations, cards of, 51.
Invitations for the family, 43.

-
- Invitations from the President, 74.
Invitations in the country, 54.
Invitations to balls, 52.
Invitations to teas, 53.
Invitations to wedding receptions, 55.
Invitations to weddings, 54.
Inviting strangers, 14.
- Jr., 63.
- Ladies' cards, 9.
Ladies' toilet, 91.
Lawn or garden parties, 46.
Leaving a room, 20.
Leaving the dinner-table, 43.
Letter, construction of, 60.
Letter, form of formal, 63.
Letter to servant, 63.
Letter writing, 58.
Letters, forms of beginning, 60.
Letters, forms of ending, 61.
Letters of condolence, 35.
Letters of introduction, 69.
Liqueurs, etc., at dinner, 41.
Livery, 16.
Lunch, 57.

- Lunch courses, 58.
Lunch, table service at, 58.
“Matinees,” 93.
Menus, 38.
Mineral waters, 41.
Morning dress for gentlemen, 95.
Mother and daughters’ cards, 10.
Mottoes on coats-of-arms, 24.
Mourning, 30.
Mourning dress, 33 and 34.
Mourning stationery, 35.
Music at balls, 3.
Music at funerals, 32.
Music at garden parties, 47.
Music at receptions, 86.
Music at weddings, 28.

New Year’s observations, 70.
Notes, 60.

Orders of dancing, *see* Cards, 6.
Out-of-door sports, 71.

Pall bearers, 30.
Parents’ permission, 25.

-
- Partners for cotillion, etc., 5.
Peignoirs, 93.
Pens and ink, 59.
Picnics, 72.
Picnics, dancing at, 73.
Picnics, refreshments at, 73.
P. P. C. to club host, 18.
P. P. C. card, 11.
Precedence in England, 76.
Presentation at court, etc., 79.
Presentation, customs at, 81.
President, the, 74.
Private theatricals, 84.
P. S., 63.
- Quarterings, 23.
- Rank in England, etc., 76.
Receiving, ladies at balls, 2.
Reception toilet, 92.
Receptions, 85.
Refreshments at picnics, 73.
Refreshments at receptions, 86.
Regrets, 56.
Restaurant dinners, 43.
R. S. V. P., 51.

- Service at dinner, 42.
Servant, form of letter to, 63.
Servants' fees, 100.
Shaking hands at balls, 2.
Shoes, 97.
Style in turnouts, 17.
Style of address, 62.
Supper at balls, 3.
Suppers, 87.
- Tableaux, 85.
Table service, 42.
Table service at lunch, 58.
Tea, afternoon, 88.
Tea, "high," 88.
Tea gowns, 93.
Teas, 88.
Teas, invitations to, 43 and 53.
Tennis, etc., 72.
Tennis dresses, 92.
Theatre parties, 90.
Theatricals, private, 84.
"The misses," 54.
Titles, use of in addresses, etc., 64.
Toilets at balls, 3.

-
- Toilets at receptions, 92.
Toilet for gentlemen, 95.
Toilet for ladies, 91.
- Undertaker, 30.
Unmarried ladies at restaurants, 45.
Ushers, 27.
- Visiting hours, 13.
Visiting in country houses, 98.
Visits, engagement, 26.
Visits, first, 14.
Visits, general suggestions upon, 15.
Visits or calls, 13.
Visits special, important, 14.
Visits to strangers, 14.
- Washington etiquette, 74 etc.
Wedding cards, 54.
Wedding costume, 28.
Wedding day, 26.
Weddings, invitations to, 54.
Wedding presents, 29.
Wedding receptions, invitations to, 55.
White waistcoats, 97.
Wines at breakfast, 9.

Wines at dinner, 40.

Wrappers, 93.

Writing materials, 59.

Writing materials in England, 59.

Yachting dresses, 93.

Deacidified using the Bookkeeper process.
Neutralizing agent: Magnesium Oxide
Treatment Date: Dec. 2004

PreservationTechnologies

A WORLD LEADER IN PAPER PRESERVATION

111 Thomson Park Drive
Cranberry Township, PA 16066
(724) 779-2111

LIBRARY OF CONGRESS



0 013 594 569 9

